

## **SECRETARY TO THE POLICE CHIEF**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This is responsible clerical work, including typing and the taking and transcription of dictation and minor administrative details as assigned. Work involves personal performance in the preparation, receiving, clearing, and maintenance of files, relating to complex and detailed reports, records, and documents for the police department, as required.

### **DISTINGUISHING FEATURES OF THE CLASS**

Work involves important detailed clerical work arising out of the police chief's office. Incumbent relieves chief of minor administrative details such as correspondence. Work of this class is non-supervisory and requires close cooperation with the different operating divisions of the department. Personal accuracy and responsibility and a good knowledge of the objectives and operating functions of the entire department are of utmost importance in the satisfactory performance of the work. Incumbent works under the general direction of the police chief.

### **EXAMPLES OF WORK**

(Illustrative only.)

Take and transcribe dictation and type from rough drafts and other sources.

Compose correspondence, relieve chief of other minor administrative matters.

Maintain records and files of different divisions of the department and prepare reports for chief when necessary.

Prepare all written documents as required.

Prepare purchase requisitions and make purchases in the manner required by law and departmental policies.

Receive and examine all invoices covering purchases for the department, check and verify for completeness, adequacy of computations; personally follow up discrepancies and have completed invoices approved by proper authority.

Prepare and type letters accurately as required in performance of work.

Answers telephone in chief's office, dispenses information to callers in accordance with policy and appropriately refers callers on to the chief or to other officers of divisions.

Acts as office receptionist for chief and other ranking officers, routing visitors to proper offices as indicated.

Perform related duties as assigned, required, or indicated.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must be not less than twenty-one (21) years of age.

Must possess a valid driver's license.

Must have at least two (2) years of full-time experience performing clerical or secretarial work in a position affording familiarity with law enforcement or legal proceedings. Previous experience must include the direct operation of a computer terminal and the utilization of modern word processing and database applications.

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